



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull
Governor

John L. Clayton
Director

July 1, 2002

Workforce Information Memo (WIM) #10-02

TO: All Training Providers Currently Approved to the Statewide Eligible Training Provider List (ETPL)

All Local Workforce Investment Board Members and Staff

All Local Workforce Investment Area Program Directors

SUBJECT: ETPL Road Show and New Self-Reporting Option for Training Program Recertification

The state Workforce Development Administration (WDA), in conjunction with the Arizona Department of Education (ADE), urges your participation in a "road show" to be presented throughout Arizona during July 2002. The road show will highlight the new self-reporting option now available on the ETPL web site (www.ade.az.gov/arizonaheat), offered to all currently approved training providers on the state ETPL. Self-reporting represents a simpler, faster way for a provider to annually re-certify training programs to the ETPL, by completing an electronic performance report, based on the provider's own student records. Self-reporting does not replace the required, annual submittal of student data for matching to the state Unemployment Insurance (UI) wage records. However, it does give providers the opportunity to report program performance that may not have been fully captured using the UI wage record system. More importantly, the self-reported performance numbers become part of the ETPL web site's Consumer Report Card, which permits individuals looking for training to make choices based on providers' own records.

During the past year, many training providers expressed concern that the matching of student data to the state UI wage records did not accurately reflect the levels of employment and wages students had achieved upon completion of training. In response to these concerns, the state developed the new self-reporting process through the assistance and cooperation of local area program staff, as well as training providers throughout the state. Attached is a sample of the self-reporting instructions and report

form which is available on the ETPL web site. **All training providers who wish to use the new self-reporting option to report on the performance of their currently approved training programs must do so via the ETPL web site on or before September 1, 2002.**

Training providers using self-reporting must use the period from July 1, 2000 through June 30, 2001, as the cohort year (i.e. base year) for self-reported performance. As many of you know, the state has requested a waiver from the U.S. Department of Labor (DOL), which will extend initial eligibility for all currently approved training programs through June 30, 2003, while DOL reviews the efficacy of the matching of student data to the UI wage records. Whether or not the waiver is granted, our state still must have performance data for each training program in the Consumer Report Card, so the public can make informed training choices. This is another important reason for instituting the self-reporting option for currently approved providers.

Also attached to this memo is the road show schedule. **We strongly encourage your attendance at an upcoming road show.** It is a chance to hear first-hand how self-reporting will work to improve training services to two of our most important customers – training providers and WIA participants. In addition, the road show will also update attendees on the following:

1. Arizona's waiver request to the Department of Labor to extend initial eligibility for all currently approved training programs.
2. State policy discussions regarding approval of distance learning programs to the ETPL.

Please contact me at (602) 542-2490 or Jim Kooistra at (602) 542-3045 if you have questions.

Sincerely,

Pat Gregan
Manager, Planning and Program Development
Workforce Development Administration

PG:kds

Enclosures (2)

ETPL ROAD SHOW

"SELF-REPORTING" FOR TRAINING PROGRAM RECERTIFICATION

PRESENTERS: JIM KOOISTRA, DEPARTMENT OF EDUCATION
KARL OLEKSIUK, DEPARTMENT OF EDUCATION
PAT GREGAN, DES – WORKFORCE DEVELOPMENT ADMINISTRATION

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Tuesday, July 9, 2002	9:00 AM – 12:00 Noon	Coconino Community College 2800 South Lone Tree Road, Room 460 Flagstaff
Monday, July 15, 2002	9:00 AM – 12:00 Noon	Dept. of Economic Security 163 North Dobson Road Mesa
Monday, July 15, 2002	2:00 PM – 5:00 PM	One-Stop Career Center DES Building 3406 North 51 st Avenue Phoenix
Tuesday, July 16, 2002	9:00 AM – 12:00 Noon	Gila County One-Stop Center 1100 Monroe Street Globe
Wednesday, July 17, 2002	9:00 AM – 12:00 Noon	University of Phoenix 5099 East Grant Road Rooms 101 & 103 Tucson
Thursday, July 18, 2002	2:00 PM – 5:00 PM	Dept. of Economic Security 2601 Highway 95 Bullhead City

EFFECTIVE DATE: June 24, 2002

**TO: ALL TRAINING PROVIDERS CURRENTLY APPROVED TO THE STATEWIDE ELIGIBLE
TRAINING PROVIDER LIST**

IMPORTANT

**INFORMATION IN THE SUCCEEDING PAGES DESCRIBES THE
NEW OPTIONAL “SELF-REPORTING” PROCEDURE FOR ALL
CURRENTLY APPROVED TRAINING PROVIDERS.**

**NOTE: THIS INFORMATION REPLACES WORKFORCE
INFORMATION MEMO #10-01 DATED 8/29/01.**

SELF-REPORTING YOUR TRAINING PROGRAM PERFORMANCE

Self-Reporting is a new option for recertification of all training programs currently approved to the ETPL in Arizona. Self-reporting allows a training provider to report aggregated performance information for each approved training program, based upon the provider's own student records.

SELF-REPORTING INSTRUCTIONS

This self-reporting process *does not* replace the required, annual submittal of student data for matching to the state Unemployment Insurance wage records. However, it does allow providers to report performance information that may not be fully captured by the state's UI wage record system. The Self-Reporting Form for the current WIA Program Year (July 1, 2001 through June 30, 2002) must be completed by September 1, 2002. For all subsequent WIA Program Years, the Self-Reporting form may be completed annually and submitted to your LWIB, on or before July 1 of

The information provided in the Self-Reporting form is subject to verification at the request of the Arizona Department of Education and/or the approving Local Workforce Investment Board. All data submitted on the Self-Reporting Form will become part of the state's Consumer Report Card, published on the ETPL web site. The Consumer Report Card is intended to facilitate informed decision-making and customer choice with respect to training under the Workforce Investment Act.

DEFINITION OF TERMS USED IN SELF-REPORTING

Student Universe (also Universe)

All individuals participating in an approved training program in a Cohort Year, *excluding* continuing students (those going on to more advanced studies without having received a certificate/diploma/degree from the approved program) and *excluding* students who did not complete the training program due to incarceration, institutionalization, serious illness, or death during the Cohort Year.

Cohort Year

The 12-month period used as the basis for reporting required program performance information to the state each WIA program year. A Cohort Year is the period from July 1st of a given year through June 30th of the following year. (See Page 5.)

Program Completion (also Completer)

The fulfillment of course requirements for an approved program of training.

Unsubsidized Employment

Employment for a wage or salary paid wholly by an employer.

Non-completer

An individual who did not complete an approved training program in which he/she was enrolled within the Cohort Year being reported.

Related Employment

Employment directly related to the training an individual received in an approved training program.

Average Hourly Wage at Placement

The average gross wages of the student universe earned in the two quarters following a Cohort Year, divided by 520 Hours.

Note: Exclude quarters with zero (0) wages.

Example: Step 1 Qtr 1 = \$ 6,000

Qtr 2 = \$ 8,000

\$14,000

Step2 \$14,000 ÷ 2 Qtrs = \$7000

Step 3 \$7,000 ÷ 520 Hours = \$13.46 Average Hourly Wage

Average Hourly Wage Six (6) Months After First Day of Employment

(For WIA Participants Only) The average gross wages of all WIA participants six (6) months after the first day of employment. *Use average gross wages in the two quarters following the Cohort Year* divided by 520 Hours.

Note: Exclude quarters with zero (0) wages. See example above.

Approving Local Workforce Investment Board (LWIB)

The LWIB that authorizes inclusion of a training program on the Eligible Training Provider List.

**STATE OF ARIZONA
SELF-REPORTING FORM
FOR ANNUAL RECERTIFICATION (SUBSEQUENT ELIGIBILITY)
OF TRAINING PROGRAMS
TO THE STATEWIDE ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

Please provide the following information for *each* currently approved training program your school has listed on the state's eligible training provider list (ETPL):

Name of Training Provider: _____

Name of Training Program: _____

Program Location: _____

Number **Street** **City** **State** **Zip**

Contact Name: _____

Program ID No. _____ ***Cohort Year:** _____

*** COHORT YEAR**

All self-reported information must be gathered from the appropriate Cohort Year as noted in the chart below:

Self-Report Form Submittal Deadline	Cohort Year From Which Student Data is Gathered
September 1, 2002	July 1, 2000 through June 30, 2001
July 1, 2003	July 1, 2001 through June 30, 2002
July 1, 2004	July 1, 2002 through June 30, 2003
July 1, 2005	July 1, 2003 through June 30, 2004
July 1, 2006	July 1, 2004 through June 30, 2005

Using the chart below, please provide the following information for each currently approved training program:

Student Universe: Total Number of All Students Enrolled in the Program of Training in the Cohort Year	
Program Completion: Percentage of All Students Enrolled Who <u>Completed</u> the Program of Training in the Cohort Year	%
Employment: Percentage of All Students Enrolled Who <u>Completed the Program of Training and Obtained</u>	%

Using the chart below, please provide the following information for each currently approved training program in which WIA participants are enrolled:

FOR WIA PARTICIPANTS ONLY:	
Student Universe: Total Number of All Students Enrolled in the Program of Training in the Cohort Year	
Program Completion: Percentage of WIA Participants Enrolled Who <u>Completed</u> the Program of Training in the Cohort Year	%
Employment: Percentage of WIA Participants Enrolled Who <u>Completed the Program of Training and Obtained Unsubsidized Employment in the Cohort Year</u>	%
Employment: Percentage of WIA Participants Enrolled Who <u>Remained in Unsubsidized Employment for Six (6) Months After the First Day of Employment</u>	%
The Average Hourly Wage Six (6) months After the First Day of Employment for All WIA Participants Who Completed the Program of Training	\$ Per Hour
WIA Participant Certificate: The number of WIA Participants Who Completed the Program of Training and Attained Licensure, Certification, Diploma, Academic Degree or its Equivalent	

The student information furnished in this document is accurate and complete according to the student records maintained by:

_____ at
Name of Training Provider

(Number, Street, City, State)

Authorized Signature

Date

Send all completed Self-Reporting Forms to your Local Workforce Investment Board.

SAMPLE